

Little Traverse Bay Bands of Odawa Indians

Education Department

PARENT REFERRAL FORM

Student: _____ Parent or Guardian: _____

Address: _____ City/State: _____

Home phone: _____ Work phone: _____

Cell phone: _____ Email: _____

Name of School: _____ Teacher: _____ Grade: _____

REASONS FOR REFERRAL Check as many areas as appropriate:

ACADEMIC _____

Incomplete work _____ Work not handed in _____ Failing in this subject _____

Lack of understanding of course work _____

Individual tutoring needed to help with content _____

Loss of interest in grades or achievement _____

Does not bring class materials (book, etc.) on a regular basis _____

Needs Organizational assistance _____

BEHAVIORAL _____ will refer to LTBB Mental Health Department

AREAS OF CONCERN:

What actions have you already taken in an attempt to correct any areas of concern?

Check as many as appropriate:

Shared concern with student _____

Modification of instruction _____

Guidance Counselor contact _____

Title I Staff _____

Title VII Staff _____

Teacher contact _____

Other (please be specific) _____

Comments:

WAGANAKISING ODAWA

RELEASE OF INFORMATION

Academic Year _____ - _____ Grade _____

Student's Printed Name _____

Student's Academic Institution _____

Special terms that apply:

Education Department means the Education Department of Little Traverse Bay Bands of Odawa Indians.

IEP means the Individual Education Plan for the student developed by the parent, staff, and appropriate agencies.

Press Release means any form of public notifications i.e. Tribal newsletter, Annual Community Meeting, bulletin boards, Tribal website, and brochures.

School means any division of a public school system or any charter, tribal or private school.

Special Achievements means events worthy of certificates, publications such as a dissertation or thesis, Dean's list or other lists of academic achievements, and employment after graduation.

Student records means an official copy of the student's records not included in the student's transcripts to date of the request, which may include attendance, discipline, or other assessments.

Transcripts mean an official copy of the student's courses, grades, and grade point average to date of the request.

Tribe means the Little Traverse Bay Bands of Odawa Indians or the Waganakising Odawa.

Other LTBB Government Departments means departments other than Education such as Enrollment, Human Services, etc.

Authorization: I authorize that the LTBB Education Department may request and receive information regarding my child from his/her academic institution, or other LTBB Government departments as stated above. I authorize the LTBB Education Department to visit my child at his/her academic institution and to attend meetings as requested and scheduled by the appropriate agencies and staff. I authorize the LTBB Education Department to perform assessments with my child to determine specific needs. I also authorize the Education Department to submit press releases in cases of special achievements, graduations, and any other events.

Signature of Parent or Legal Guardian: _____ Date: _____

Signature of Education Director: _____ Date: _____

Department Use

Staff person assigned: _____

Date of contact with school and contact name: _____

Actions Taken: _____

Date of follow up: _____

Scheduled time to meet with student: _____

Comments: _____

